

PUBLIC INFORMATION & COMMUNICATION SERVICES (PICS)  
NIH - TASK ORDER

RFTOP#225      TITLE: Meeting Support

**PART I – REQUEST FOR TASK ORDER (TO) PROPOSALS**

A. Point of Contact Name: Linda Weiss

Phone-301 496-8531

Fax-301 402-0181

Proposal Address:

Billing Address:

6116 Executive Boulevard

Accounts Payable, OFM, NIH

Suite 700

Bldg 31, Room B1B39

Rockville, MD 20892

Bethesda, MD 20892-2045

B. PROPOSED PERIOD OF PERFORMANCE: One year from date of award (90 days from task order award). The award will be renewable for up to 2 option years. This contract may be modified later to include additional work in 2005 for support of additional meetings scheduled by the Office of Centers, Training and Resources. Proposals will not be evaluated on this possible additional work.

C. PRICING METHOD: Time and materials. Price will be a consideration in the determination of the firm that is selected for award.

D. PROPOSAL INSTRUCTIONS: Proposals should be submitted by email to the above POC and should not exceed 20 pages, excluding resumes.

E. RESPONSE DUE DATE: Sept. 21, 2004 @ 4:00 pm.

F. TASK DESCRIPTION: Background: In order to accomplish its mission to reduce the burden of cancer morbidity and mortality, and ultimately to prevent the disease, NCI supports a broad range of programs in basic and clinical biomedical and behavioral research and training. These include programs to understand the causes of cancer; prevent, detect, diagnose, treat, and control cancer; and disseminate information to the practitioner, patient and public.

In carrying out these programs, the NCI divisions and offices frequently work with current and potential awardees in cancer research program development and training and mentoring activities. The Office of Centers, Training, and Resources encompasses four branches (Cancer Centers Branch, Cancer Training Branch, Comprehensive Minority Biomedical Branch, and Organ Systems Branch) with oversight of portfolios encompassing a broad spectrum of research and training activities. The branches are responsible for communicating, cooperating, and collaborating with various constituencies to achieve their specific goals via meetings, workshops, and other forums.

The core functions of each of the 4 branches include, but are not limited to:

- Cancer Centers Branch (CCB): Supports major academic and research institutions throughout the United States to sustain broad based, coordinated, interdisciplinary programs in cancer research
- Cancer Training Branch (CTB) Manages the institute's research training, career development and education programs for U.S. citizens, providing guidance to the extramural biomedical research community and administration of awards.
- Comprehensive Minority Biomedical Branch (CMBB): Provides opportunities for research training and career development of minorities and for involving minority institutions in cancer research training, education, and outreach.
- Organ Systems Branch (OSB): Promotes interdisciplinary research and to speed the bi-directional exchange between basic and clinical science to move basic research findings from the laboratory to applied settings involving patients and populations.

### **Meeting Planning Support**

To carry out the mission of the four branches, general office support is needed to assist in onsite meeting coordination, teleconference support and travel. This contract is intended to provide that support for specific activities and other activities on an ad hoc basis, including but not limited to:

- Aging and Cancer Workshops (estimate 2 meetings, approximately 50-75 attendees, 1 - 1 ½ days, 3-4 speakers or invited guests)
- Special Meeting of Grantees, Trainees, and Fellows in Cancer Prevention, Control and Population Sciences (estimate 2 meetings, approximately 50 – 100 attendees, ½ day, 3-5 speakers or invited guests)
- Meeting of R25 T grantees (estimate 1 meeting, 50 – 75 grantees, 1-1 ½ days, 3-5 speakers or invited guests)
- Workshop for Minority Trainees (estimate 1 meeting, 50-75 grantees, 1 – 1 ½ days, 3-5 speakers or invited guests)

**Task Description:** The contractor shall carry out one or more of the meeting support and travel related activities listed below, as needed, for the groups and meetings described above. Travel, lodging, per diem and honoraria of \$ 200/day per speaker or invited guest and other expenses, will be an expense of the contractor. The contractor will assist with approximately 3-5 meetings per year and work closely with OCTR staff to:

- Perform a site survey and conduct facility negotiations; serve as liaison with the facility to make all arrangements concerning meeting rooms, AV and guest rooms. In Bethesda, the preferred location is on the NIH campus or at a location comparable in price. Some meetings may be held in other geographic locations, to be determined (Meeting space rental will be an expense of the contractor).

- Provide for catering services for breaks and lunch as directed by OCTR (catering for lunch and breaks will be an expense of the contractor).
- Provide audiovisual equipment/flip charts/supplies, felt tip markers, etc.
- Serve as contact point for questions about meeting (prior to meeting).
- Prepare, reproduce and distribute meeting materials, prior to and during the meeting including but not limited to: letters of invitation, agenda, participant lists, announcements, signs, name badges, background information, biosketches, etc.
- Prepare logistics fact sheets showing location of hotel, transportation options, meeting site; send to participants, speakers, and invited guests.
- Compile meeting folders/binders as directed.
- Recommend and arrange for hotel. (Hotel for speakers and invited guests will be an expense of the contractor).
- Recommend and arrange for ground transportation. (Ground transportation for speakers and invited guests will be an expense of the contractor).
- Provide registration/message-handling support at the meeting, including monitoring sign-in sheet.
- Collect registration fees, as appropriate
- Provide recording support for the meeting including equipment and scribe (tapes of proceedings will be collected by scribe and turned over to Project Officer after the meeting summaries are complete).
- Provide science writer who will prepare meeting summary according to instructions provided by OCTR staff and submit within 5 working days to OCTR staff.
- Contact speakers and arrange any AV requirements (as needed) for meeting and schedule audiovisual needs with the conference center.
- Prepare slide presentations, overheads, etc.
- Distribute follow-up materials (e.g. action items, summary, thank you notes).

## G. EVALUATION FACTORS

### Evaluation Criteria

**Technical Factors:** (40 points) The vendor must demonstrate a clear understanding of the requirements and tasks in this SOW and provide a clear statement of how they will be performed.

**Management and Staff:** (30 points) Demonstrate with use of staffing and management plan the contractors' ability to perform the required tasks within the timeline provided. Discuss the roles and responsibilities of all personnel related to the project. The vendor must provide a management plan and qualified staff to implement all aspects of the required work. Technical expertise and the ability to design and implement practical solutions are critical. Credentials, experience, and availability for all staff must be presented.

**Organizational Experience and Past Performance:** (20 points) demonstrate that the organizational capabilities are available to carry out this Task Order. These duties

include, but are not limited to logistical support, science writing support, site reservations, and note takers, development of agendas, travel support, and mailing support. The vendor must provide information about past performance on similar projects. It is important that the vendor have a demonstrated record of quality products, completion of tasks with budget and established deadlines, and achieving project goals and objectives. The government is seeking to determine whether the contractor has consistently demonstrated a commitment to customer satisfaction and timely delivery of high quality products and services.

**Cost:** (10 points) While price is not the most important evaluation factor, proposed prices will be considered in determining the firm that represents the best value to the government.

RFTOP#225 TITLE:  
**PART II - CONTRACTOR'S REPLY: CONTRACT #263-01-D-0**  
**TO # NICS-**  
Contractor:  
Points of Contact:  
Phone- Fax-  
Address:

TOTAL ESTIMATED COST:	Pricing Method
TOTAL ESTIMATED NUMBER OF HOURS:	
PROPOSED COMPLETION DATE:	

FOR THE CONTRACTOR: \_\_\_\_\_  
Signature Date

**SOURCE SELECTION:**

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED THIS FIRM SUBMITTED THE BEST OVERALL PROPOSAL AND THE PRICE/COST IS REASONABLE.

Billing Reference # \_\_\_\_\_  
 Appropriations Data: \_\_\_\_\_  
 (ATTACH OBLIGATING DOCUMENT IF AN ROC WILL NOT BE USED.)

RECOMMENDED:

FAX #	Signature - Project Officer	Date
-------	-----------------------------	------

APPROVED: \_\_\_\_\_  
 FAX # \_\_\_\_\_ Signature - Contracting Officer Date \_\_\_\_\_

**NIH APPROVAL -**

CONTRACTOR SHALL NOT EXCEED THE ESTIMATED LABOR HOURS OR ESTIMATED TASK ORDER AMOUNT WITHOUT THE WRITTEN APPROVAL OF THE CONTRACTING OFFICER & PICS COORDINATOR

APPROVED: \_\_\_\_\_  
Signature –Anthony M. Revenis, J.D., NIH-PICS Coordinator Date \_\_\_\_\_